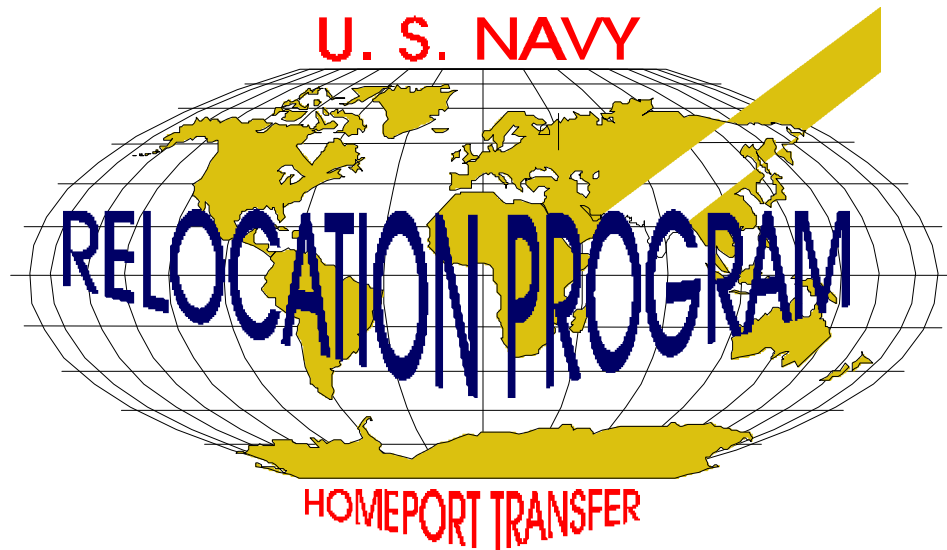


COMMAND HOMEPORT TRANSFER KIT

CHECKLISTS





STUCK—\$

U.S. NAVY



RELOCATION PROGRAM

HOMEPORT TRANSFER

INDIVIDUAL TRANSFER PLANNING TIPS

ON RECEIPT OF ORDERS

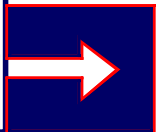
- ◆ Contact Household Goods Office for an appointment with a counselor to arrange for shipment of personal property.
- ◆ Call the FSC to set up an appointment with a counselor to get information on the new duty station.
- ◆ Notify landlord or rental agent or Housing Office of PCS orders. Give written notification if there is a military clause in your orders.
- ◆ Have your current command request a sponsor for you.
- ◆ Ask FSC to call FSC at new command to request a Welcome Aboard Package for you.
- ◆ Start a calendar for your move.
- ◆ If you need to sell your home, contact a Real Estate agent. Have your home listed in the Housing Referral Office's data base.
- ◆ Call FSC to find out when the next Home Buying/Selling Seminar will be conducted.

6 MONTHS PRIOR TO MOVE

- ◆ Find out about on-base housing availability. If there is a long wait for housing, contact local realtors in the new area for housing information.
- ◆ Arrange for 10 days of househunting leave with your present command.
- ◆ Start writing Chamber of Commerce in the new area for local information, such as schools, housing, and employment prospects in the area.

6 MONTHS PRIOR TO MOVE (CON'T)

- ◆ If spouse will be seeking employment, obtain SF 171 applications from Transition Assistance Management Program or Civilian Personal Office.
- ◆ Encourage spouse to contact Spouse Employment Counselor at the local Family Service Center for an appointment to review SF 171 and resume.
- ◆ If you have family members eligible for the Exceptional Family Member Program, contact the FSC to find out procedures for enrollment.
- ◆ Start gathering birth certificates, shot records, marriage certificates and other legal documents for passports.
- ◆ Determine if you will be required to carry a passport in your new location and if so, apply for family passports as well.
- ◆ Make appointments for overseas medical screenings, and dependent entry approval, if applicable.
- ◆ Find out about any special requirements for pets such as quarantines, rabies shots, and health certificates.



MORE ON THE OTHER SIDE

3 MONTHS PRIOR TO MOVE

- ◆ Work out a financial plan which will outline how much money you will need to allocate for moving expenses. Consider deposits for apartments, first month's rent, utility deposits, any extra expenses for pets.
- ◆ Keep track of relocation expenses.
- ◆ Make a personal inventory of your property, and record value. You may want to record serial numbers and photograph or videotape such property.
- ◆ Make a list of all businesses, institutions, and individuals requiring notification of your change of address.
- ◆ Obtain a copy of your medical records, and request your originals be forwarded to the new duty station.
- ◆ Go to Legal Assistance Office to appoint someone to be legally authorized to act on your behalf (Power of Attorney) if you will not be in the area for finalization of move.
- ◆ Call the Navy Lodge or billeting at the new location to arrange for temporary lodging.
- ◆ Discard extra clothes, furniture, etc. you won't need.
- ◆ Request mail order catalogs if moving overseas.
- ◆ Update your Page Two.
- ◆ Send DD Form 1745 (Application for Housing) to the Housing Referral Office at the new duty location. Attach two copies of your orders, updated Page Two, and letter with date of detachment.

2 MONTHS PRIOR TO MOVE

- ◆ Take care of auto maintenance and repairs.
- ◆ Contact your insurance company and find out the type and amount of coverage you have on auto, home, and household goods while in storage or en route.
- ◆ Take pets to veterinarian for shots, check-up.
- ◆ Close out local charge accounts.
- ◆ Check expiration dates on major credit cards you plan to continue using.

1 MONTH PRIOR TO MOVE

- ◆ Make final detailed calendar. Notify school. Ask for a copy of records and request a copy be forwarded to the new school.
- ◆ Make sure entire family is properly enrolled in DEERS.
- ◆ Finalize arrangements with Personal Property Office or make reservations if you're renting a truck or trailer.
- ◆ Begin packing seldom-used items.
- ◆ Confirm reservations for temporary lodging.

3 WEEKS PRIOR TO MOVE

- ◆ Check expiration dates on your military ID card and family members, update, if required.
- ◆ Make arrangement for all pets that will be traveling separately from the family.
- ◆ Call sponsor for any last minute changes in schedule and/or arrival needs.

2 WEEKS PRIOR TO MOVE

- ◆ Dispose of all inflammable liquids
- ◆ Set aside traveling items to take with you.
- ◆ Call rental office, landlord, or housing for final walk-through.
- ◆ Set aside materials for final house cleaning.
- ◆ Return all library books/video and other borrowed items.
- ◆ Retrieve all loaned items.
- ◆ Confirm moving dates and times with Personal Property.
- ◆ Pick up developed film, cleaning, etc.
- ◆ Pick up required medical prescriptions.
- ◆ Separate professional books, papers and equipment. These items will be weighted and listed separately on your shipping inventory.
- ◆ Pick up all educational records.
- ◆ Clear up outstanding accounts.
- ◆ Send change of address cards.
- ◆ Call utilities for disconnect dates.

1 WEEK PRIOR TO MOVE

- ◆ Start packing items for shipment.
- ◆ Keep household inventory list.
- ◆ Confirm child care for moving day.
- ◆ Clean refrigerator. Allow to dry one to two days with the door open.
- ◆ Remove light bulbs from lamps.

FINAL DAY

- ◆ Lock valuables in car trunk.
- ◆ Have cold drinks and snacks.
- ◆ Re-check mover's inventory.
- ◆ If problems, call Household Goods Office.
- ◆ Confirm arrival time of moving company.
- ◆ Do final walk-through.
- ◆ Turn off lights, lock doors.
- ◆ Turn in keys.



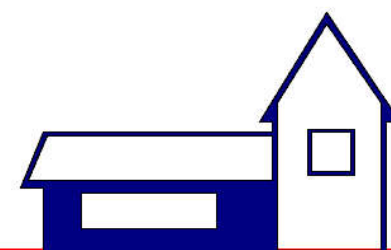
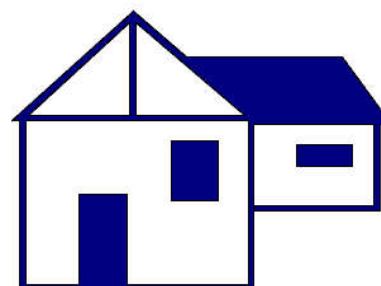
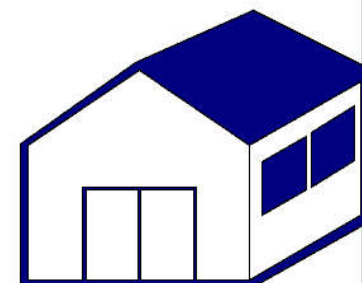
CHECKLIST



ADVANCE TEAM SITE VISIT - PART 1

General Base Facilities

- _____ Adult education facilities and library services.
- _____ Auto repairs and gas/diesel service stations.
- _____ Banking, credit union and monetary exchanges.
- _____ Barber, beauty shops, and health spas.
- _____ Commissary and Exchange.
- _____ Cafeterias, snack bars, and restaurants.
- _____ Chaplains and religious places of worship.
- _____ PSD/Disbursing.
- _____ Legal assistance.
- _____ Military clubs, e.g., Officers Clubs, NCO Club, EM Clubs.
- _____ Municipal service clubs and organizations, e.g., USO, VFW, Rotary.
- _____ Recreational facilities: theaters, bowling, swimming, golf, gyms, etc.
- _____ Transportation services.
- _____ Medical and Dental
- _____ Base Housing





CHECKLIST



ADVANCE TEAM SITE VISIT - PART 2

Of Specific Interest To Families:

- ☐ Availability of nursery and child care facilities.
- ☐ Spouse Employment Opportunities
- ☐ Schools/DODDS
- ☐ Marital counseling services
- ☐ Youth Counseling Services
- ☐ Clubs and activities for spouses
- ☐ Clubs and activities for children (especially teens)



Of Specific Interest To Non-Married Personnel

- ☐ Local custom and habits concerning dating (especially in overseas locations)
- ☐ Availability of "singles" clubs or activities, both on and off base.





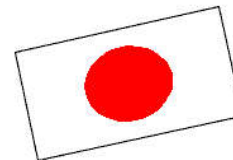
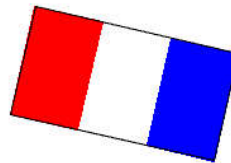
CHECKLIST



ADVANCE TEAM SITE VISIT - PART 3

Overseas Homeport Issues

- _____ Banking Services.
- _____ Military Phone Directory (Focus on Emergency #s, housing & security.)
- _____ Local laws concerning the use of liquor and drugs.
- _____ Sanitation & safety. Example: preparation of food/safety on streets.
- _____ Services: appliance/car repair; laundry; tailors, domestic help.
- _____ Conversion charts: currency, mileage, temperature, weights, etc.
- _____ Motor vehicle laws, habits, gas/diesel availability and cost.
- _____ American Embassy facilities, services, location.
- _____ Telegraphic, telephone and postal services.
- _____ Transportation services: rentals, bus service, planes, trains, taxis.
- _____ Medical facilities: hospitals, clinics, private practitioners.
- _____ Educational/Cultural Facilities: Museums, zoos, theaters, etc.
- _____ Restaurant Facilities: National dishes, drinks, tipping customs.
- _____ Legal restrictions due to Status of Forces Agreement (SOFA)





CHECKLIST



SHIPPING YOUR CAR

- ◆ The government may ship only one privately owned vehicle for you. However, you will be responsible for paying any excess costs resulting from shipping in a vehicle of more than 20 measurement tons.
- ◆ Check pertinent information on special regulations and prohibitions on entry restrictions, licensing requirements, resale laws, and special equipment requirements which might be in effect in the country to which your command has been ordered.
- ◆ See your Personal Property Office for filling out a DD Form 828 (Motor Vehicle Shipment Applications).
- ◆ Ask your Personal Property Office about the ports convenient to you which have service to your new duty station.
- ◆ Take copies of your orders to make application for shipment of your vehicle.
- ◆ Ensure that a designated agent has a power of attorney or letter of authority from you; if he or she will be making application for shipment for you, or will be delivering your vehicle to the port for shipment.



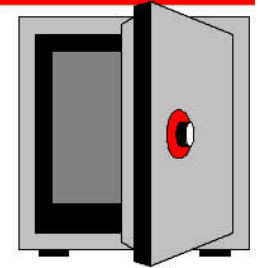


CHECKLIST



IF GOING OVERSEAS OR TO AN ISOLATED DUTY STATION...

Suggested items to be left in your safe deposit box or with your lawyer, relative or a friend. Make a copy of items you need to take with you.



- _____ Birth certificate for each family member.
- _____ Proof of marriage; proof of termination of any previous marriage.
- _____ Proof of citizenship if a naturalized citizen. (Original naturalization papers can never be replaced so it is best to carry only copies of these documents.)
- _____ List of all bank and savings accounts (with addresses and account numbers), including names of persons authorized to make withdrawals and sign checks.
- _____ Inventories of stored and shipped household effects.
- _____ Real estate records -- deeds, mortgage papers, title abstract, title insurance policy, closing statement insurance policy on house, survey of property, tax receipts, leases, building cost figures, receipts for any improvements, cemetery deeds.
- _____ Insurance policy on household effects.
- _____ Policy on separately insured valuables such as furs, antiques, jewelry and paintings - with written appraisals.
- _____ Social Security card for each family member.
- _____ List of instructions for survivors.
- _____ Employment records for each adult -- names, places, dates; copies of any instrument employee or survivors to special benefits such as entitling employee or survivors to special benefits such as insurance, pensions, stock options, etc.

MORE ON THE OTHER SIDE



Medical history of each family member which might be difficult to collect if parents are deceased or if necessary for insurance purposes.

Income tax papers and significant tax returns (statute of limitations is 3-6 years).

Life, medical, disability, group insurance policies -- amount and beneficiary of each policy with their names and addresses. (Insurance companies generally require certified notification of death within 30 days, together with proof of birth and citizenship)

Stocks, bonds, and other securities; date of purchase and their cost, who purchased them and in whose name they are registered, list of stocks pledged as security for a loan, name of stockbroker, serial numbers.

Proof of membership in any professional, fraternal organization, or union that entitles estate to any benefits.

List of charge accounts and credit cards with numbers.

List of all assets and liabilities, including personal debts and debts owed to you, personal valuables, etc., with data on any insurance coverage (policy numbers, location of policies, etc.)

Insurance policy on your automobile.



CHECKLIST



CARRY ONS

The following items should be carried with you to your new location. Never put these documents in baggage that is checked at the airlines.

- ☐ Passport for each family member.
- ☐ Driver's licenses.
- ☐ International Immunization Record for each family member.
- ☐ School records.
- ☐ Copies of insurance policies.
- ☐ Medical and dental records.
- ☐ Social Security cards
- ☐ Power of attorney.
- ☐ Copy of will(s).
- ☐ Credit cards.
- ☐ Inventories of shipped items and stored possessions.
- ☐ Baggage receipts.
- ☐ Inventory of safe deposit box contents.
- ☐ Travel orders.
- ☐ Car papers and extra set of car keys.
- ☐ Luggage keys.

